



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
Community Care Licensing Division – Administrator Certification Section
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EDMUND G. BROWN JR.
GOVERNOR

ADMINISTRATOR CERTIFICATION RENEWAL PROCEDURES

<p>If renewing on-time, submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application for Administrator Recertification (LIC 9215 (12/12)) (http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC9215.PDF) <input type="checkbox"/> Check or money order for \$100 payable to the Calif. Department of Social Services.* <i>DO NOT MAIL CASH. Include your certificate number on the memo line. Paper clip the check to your documents (do not staple or glue).</i> <input type="checkbox"/> Certificates of completion for forty (40) Continuing Education Hours/Units (CEU's) (OR twenty (20) hours for Nursing Home Administrator RCFE certificate holders), including: <ul style="list-style-type: none"> <input type="checkbox"/> For RCFE and Nursing Home Administrator RCFE certificate holders, at least eight (8) CEU's re: serving residents with Alzheimer's Disease or other dementias <p><i>* The complete renewal package must be post-marked on or before your certificate expiration date or will be subject to an additional fee of \$200.</i></p>	<p>If renewing late (after certificate has expired), submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application for Administrator Recertification (LIC 9215 (12/12)) (http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC9215.PDF) <input type="checkbox"/> Check or money order for \$300 payable to the Calif. Department of Social Services.* <i>DO NOT MAIL CASH. Include your certificate number on the memo line. Paper clip the check to your documents (do not staple or glue).</i> <input type="checkbox"/> If expired for two (2) years or less, certificates of completion for forty (40) Continuing Education Hours/Units (CEU's) (OR twenty (20) hours for Nursing Home Administrator RCFE certificate holders), including: <ul style="list-style-type: none"> <input type="checkbox"/> For RCFE and Nursing Home Administrator RCFE certificate holders, at least eight (8) CEU's re: serving residents with Alzheimer's Disease or other dementias <p style="text-align: center;">-OR-</p> <input type="checkbox"/> If expired for more than two (2) years and less than four (4) years, certificates of completion for eighty (80) Continuing Education Hours/Units (CEU's) (OR forty (40) hours for Nursing Home Administrator RCFE certificate holders), including: <ul style="list-style-type: none"> <input type="checkbox"/> For RCFE and Nursing Home Administrator RCFE certificate holders, at least sixteen (16) CEU's re: serving residents with Alzheimer's Disease or other dementias
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MAIL ALL RENEWAL DOCUMENTS TO THE ADDRESS ABOVE.

(It is highly recommended that you submit your re-certification packet at least 60-90 days prior to your expiration date to provide ample time for processing. Sending your packet using a mail service that provides delivery confirmation is also recommended, as ACS is not responsible for lost or undelivered mail.)

PLEASE KEEP A COPY OF YOUR PACKET FOR YOUR RECORDS.

Continuing education criteria:

- All CEU's must be related to the Core of Knowledge requirements for your facility type.
(<http://cclid.ca.gov/res/pdf/Core.pdf>)
- Up to half of the required CEUs may be completed via interactive online courses.
- CEU's may currently be completed through taking applicable courses:
 - Approved by the California Department of Social Services. (See our website at <http://cclid.ca.gov/PG559.htm> for approved training vendor contact info.)
 - Provided by Department of Developmental Services Regional Centers (for GH and ARF administrators only).

Key References:

California [Health and Safety Code](#) Sections 1522.41(f) and 1569.616(f)
California Code of Regulations Title 22, Div. 6, Sections [84064.3](#) (GH), [85064.3](#) (ARF), and [87407](#) (RCFE)